

DRAFT
Office of Science HQ Support Center (SC-60 & SC-80)
“AS IS” Functions and Activities

Functions	SC-60	SC-80	SITES	OPS	Other HQ
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Human Capital Management					
Human Capital Policy	L				
Delegated Personnel Authority					
o SES and other unique employment programs	L				
o HQ Career Ladder/Standard Register and Field	L				
Organizational Analysis & Position Management					
o FTE Management/Staffing Allocations for Locations	L				
o Work Force Analysis & Reporting Staff Functions					
o Site Office					
o Service Center					
o HQ	L				
Position Classification	S				
Staffing & Recruiting Process	S				
Employee Relations					
o Site Office					
o Service Center					
o HQ	L				
Employee Benefits Processing					
o Field					
o HQ	L				
Processing and Personnel Records Management					
o Field					
o HQ	L				
Non-Technical Training Services					
o Field					
o HQ	L				
Federal Technical Capability Panel					
Technical Qualifications Program (TQP) Policy					

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Office of Science HQ Support Center (SC-60 & SC-80)
“AS IS” Functions and Activities

Functions	SC-60	SC-80	SITES	OPS	Other HQ
TQP Administration		S			
Drug Testing Administration					
Diversity and EEO Policy	L				
Diversity and EEO Programs (Federal)	S				
Human Capital Systems (CHRIS and others)	L				
Contractor Human Resources Oversight					
Policy	L				
Compensation					
EEO/Diversity					
Davis Bacon/SCA Determinations					
Labor Relations					
Pension & Benefits Administration					
Employment Functions					
Procurement and Contracting					
Head of Contracting Activity (HCA) Authority					
SC Strategic Planning (Procurement/Acquisition)	L				
M&O contracting Officer					
o M&O Contracting Officer on Site					
o M&O Contracting Officer Representatives					
Resource Management and Development					
o Acquisition Career Development Program Policy	L				
o Acquisition Career Development Implementation					
o Contracting Officer Warrant Program Policy	L				
o Contracting Officer Warrant Program/Systems					
o Contracting Officer Representatives Program Policy	L				

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2

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“AS IS” Functions and Activities

Functions	SC-60	SC-80	SITES	OPS	Other HQ
<ul style="list-style-type: none"> Contracting Officer Representatives Program/Systems 					
<ul style="list-style-type: none"> SC Acquisition Resource Planning 	L				
Procurement Policy Guidance and Direction	L				
M&O Contract Policy	L				
Balance Scorecard/Objectives Matrix (M&O Procurement)	L				
Financial Assistance Policy	L				
Purchase Card Program Policy (Fed. Only)	L				
Priorities & Allocation Program					
Federal Performance Assessment					
General Cost & Pricing Support & Policy Dissemination (Non-M&O)					
Indirect Rate Management & Oversight (Non-M&O Contracts)					
Small Business Program Policy	L				
Small Business Program (M&O Contracts)					
Small Business Program (Non-M&O Contracts)					
Procurement Management Information and Automated Systems					
<ul style="list-style-type: none"> PADS Database Management 					
<ul style="list-style-type: none"> Contracts Under \$25K System (CUTS) Management 					
<ul style="list-style-type: none"> Contractor Performance System (NIH Past Performance Database) 					
<ul style="list-style-type: none"> Procurement E-Commerce & Automated System 					
<ul style="list-style-type: none"> Web-page Development/Posting 					
Business Clearance Policy (Non-M&O)	L				
Business Clearance Implementation (M&O)					
<ul style="list-style-type: none"> Site Offices 					
<ul style="list-style-type: none"> Service Centers 					
<ul style="list-style-type: none"> HQ 	L				
Business Clearance Implementation (Subs)					

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3

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“AS IS” Functions and Activities

Functions	SC-60	SC-80	SITES	OPS	Other HQ
M&O Contracting					
o Extend/Compete Analysis and Recommendation					
o Extend/Compete Determination/Decision					L-?
o Source Selection Activities	S				
o Contract Award Activities	S				
o Contract Management Plan					
o Changes to Scope, Terms, and Conditions					
o Funding Modification					
o					
o					
o Contractor Appraisal Plan, Appraisal Agreement or and PEMP	S	S			S-SC-7
o Performance Evaluation Reports/Laboratory Appraisal Reports	S	S			S-SC-7
o Fee Development, Negotiation & Administration (Existing Contract)	S				S-SC-7
o Fee Determination	S	S			S-SC-7 L- SC-1
o SC/M&O Contractor Functional Liaison					
o Statement of Cost Incurred/Cost Claimed					
o Cost Allowability Determination					
o Notice of Intent to Disallow					
o Purchasing System Approvals					
o Subcontract Review Boards					
o Make/Buy Plan Approvals/Implementation					
o FOCI Determination					
o Contract Closeout					
o Contractor Requirement Document					
Non-M&O Contracts and Financial Assistance					
o Acquisition Planning					

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12/02/02

4

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“AS IS” Functions and Activities

Functions	SC-60	SC-80	SITES	OPS	Other HQ
o Procurement Liaison (PR Preparation)					
o Contract Award					
o Source Selection Activities/Authorities					
o Contract Administration (Site-Specific)					
o Contract Administration (All Other)					
o					
o Contractor Purchasing System Approval					
o Personal Property Management (Non M&O)					
o Contract Termination/Closeout					
o Financial Assistance Placement & Administration					
o Interagency Agreement (Funds-Out)					
o Simplified Acquisition					
o Purchase Card Acquisitions					
o Site Office					
o Service Center					
o HQ	L				
Work for Others (includes CO review/approval)					
o Other Federal Agencies					
o Private Sector					
o CRADAs					
o Intelligence					
Other SC Support					
o Enterprise Buying Policy	L				
o Enterprise Buying Management & Oversight					
o Competition Advocate					
o Inventory of SC MOU's & MOA's					
o Affirmative Procurement Program (Green Acquisition Advocate)					

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Functions	SC-60	SC-80	SITES	OPS	Other HQ
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Real & Personnel Property Management					
Property Policy	L				
Personal Property Administration					
Property System Approvals (M&O)					
Property Systems (Federal and Others)					
Property Systems Review/Maintenance/Recommendations					
Utilities Management/Energy Conservation					
Real Property Management					
o Real Property Policy	L				
o Acquisition, Control, & Disposition of Real Property		S			
o FIMS Administration		S			L-?
Federal Facility Maintenance Management (Non-contractor)					
o Site Office					
o Service Center					
o HQ	L				
M&O Maintenance		S			
Utilities Infrastructure Oversight		S			
Finance & Accounting Systems					
Accounting, Fiscal and Financial Management Policy & Principles	*				L-CFO
Accounting, Fiscal and Financial Management Practices and Procedural Inst.	*				L-CFO
Accounting Controls Policies and Standards	*				L-CFO
Accounting Operations	*				L-CFO
o Federal Operations	*				
o M&O Accounting Integration	*			L	
Fiscal Operations					
o					
o U.S. Treasury Reporting	*				L-CFO
Financial Analysis and Reporting	*				L-CFO

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6

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Functions	SC-60	SC-80	SITES	OPS	Other HQ
Accounting Liaison	*				L-CFO
Audit Liaison and OIG/GAO Coordination	L	S			L-CFO
Office Support Services (travel, payroll processing)	L				L-CFO
Payment Processing	*			S	L-CFO
Receivables & Collections Management	*			S	L-CFO
Financial & Accounting Systems Development	S				L-CFO
Waste, Fraud and Abuse Program Support	S	S			L-IG
Financial Oversight & Reviews	*				L-CFO
Financial Advisory Services	*				L-CFO
Indirect Cost Management					
o Rate setting	*			L	
o Indirect Sizing	*			L	
Cost Accounting Standards Reviews	*				L-CFO
Pricing of Goods and Services			L		
Federal Managers Financial Integrity Act Process	L	S			L-CFO
Financial Management Control Program	S				L-CFO
M&O Contractor Internal Audit Oversight			L	S	L-CFO
Budget and Resources Management					
Budget Policy & Procedures	L				L-CFO
Allottee				S	
Financial Management Development Program	L				L-CFO
Funds Control Distribution	L				L-CFO
o OMB Appropriations		S			L-CFO
o Advice of Allotments Issued to Field Elements		S			L-CFO
o HQ Approved Funding Programs Issued to Field Elements		S			L-CFO
o Develop Local Financial Plans (both M&O and non-integrated contractors)				L	
o Other Operating Requirements					

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“AS IS” Functions and Activities

Functions	SC-60	SC-80	SITES	OPS	Other HQ
○ Processing and recording commitments and obligations	L		S	S	L-CFO
○ Coordination of monthly AFP changes	L	S		S	L-CFO
○ Certification of Funds Availability (for each transaction)	L	S		S	L-CFO
Budget Planning and Analysis					
○ Future Years SC Program	L	S			
○					
Budget Formulation Guidance	L	S			L-CFO
Budget Reporting					
○ Develop/define actual reporting requirements and timing	L	S			L-CFO
○ Consolidate actual reports for program/management review	L	S			L-CFO
○ Unicall submission of budget requests, special purpose schedules, and crosscut budgets	S	S	L	S	
○ FIS/MARS Submission			S	L	L-CFO
○ Uncosted Balances Report	L		S	S	L-CFO
○ Functional Support Costs	S	S		L	L-CFO
Budget Oversight and Validation					
○ Review Budget and Reporting (B&R) Structure & Definition	L				S-CFO
○ Validation of Budget Estimates	S	S	L		S-CFO
○ Site Budget Reviews	S	S	L	S	
○ Quarterly Program Reviews	S	S	L	S	
○ Budget System Oversight					
○ PPBE	L				L-CFO
○ CFO Unicall	L		S	S	L-CFO
Work Authorization Acceptance and Processing					
○ Initiate Work Authorization	L				S-?
○ Acceptance: Work Authorization			L	S	
○ Process Work Authorizations	S		S	L	

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“AS IS” Functions and Activities

Functions	SC-60	SC-80	SITES	OPS	Other HQ
<ul style="list-style-type: none"> Authorizing WAS to contractor 			L		
Budget Systems and Integration					
<ul style="list-style-type: none"> DOE Integrated Standardized Core Accounting System/Oracle 	*				L-CFO
<ul style="list-style-type: none"> SC Financial Management Information System (FMIS) 	L	S			
Program and Technical Support					
Strategic Planning	L	S			
Laboratory, Site and Plant Directed Research & Development					
DOE R&D (non-SC Prime Contracts)					
Environmental Programs					
<ul style="list-style-type: none"> Multi-site EM Activities 					
<ul style="list-style-type: none"> Site-specific EM Activities 					
<ul style="list-style-type: none"> EM Technical Expertise 					
<ul style="list-style-type: none"> EM Project Management Integration 					
Science Programs Technical Support		S			L-PADs
Excess Facilities Disposition		L			
Excess Space Reconciliation		L			
Packaging Certification					
National Transportation Program					
Infrastructure and Facilities Management					
<ul style="list-style-type: none"> Infrastructure and Facilities Policy 		S			L-SC-1
<ul style="list-style-type: none"> Long Range Corporate Planning 		S			L-?
<ul style="list-style-type: none"> Facilities and Infrastructure Recapitalization Program 		S			L-?
<ul style="list-style-type: none"> Infrastructure and Facilities Program Execution 		S			
<ul style="list-style-type: none"> Ten Year Comprehensive Site Planning Process 		L			
<ul style="list-style-type: none"> Prepare Site-Specific Plans 		S			L-SC-1

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Functions	SC-60	SC-80	SITES	OPS	Other HQ
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Public Affairs, Information & Intergovernmental Relations					
Policy and Coordination					L-PA
Freedom of Information Act Program	L				
External Relations and Communications Programs	S	S			L-SC-1
o Public, Community & Media Communications					
o Protocol					
o Intergovernmental Relations					
o Employee Communications	L				
o Educational & Other Outreach Programs	L	S			
o Worker & Community Transition	S				L-WT
Environment, Safety & Health					
ES&H and Quality Assurance Policy and Guidance		S			L-EH
Line Assessment of Field Element Performance		S			L-SC-3
Environmental Planning, Compliance, Monitoring & Permitting		S	L	S	
Site NEPA/EIS Process & Decision		S	L	S	
Programmatic NEPA/EIS Decision		S			L-SC-1
Environmental Reviews and Oversight					
o Independent Readiness		S	L	S	
o Authorization Basis Reviews		S	L	S	S-PADs
o Accident Investigations					
o Type A		S	S	S	L-US
o Type B		S	L	S	S-PADs
Non-Site Specific Subject Matter Experts (SMEs)					
o Coordinate Technical Support					
o Provide Technical Support		S	S	S	
ES&H Lessons Learned Program Coordinator		L	L	L	
Price Anderson Activities		L	L	L	
SC FEOSH		L	L	L	S-EH

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Functions	SC-60	SC-80	SITES	OPS	Other HQ
Corporate ES&H Performance Measurements Process		L			
Facility Representative Program Operations		S	L	S	
Facility Representative Program Administration & Maintenance			L	S	
Quality Assurance (Excludes QC-1)		S	L	S	
ISMS Verification and Validations		S	L	S	
Approval of Balance of Plant Occurrence Reports		L			
Pollution Prevention and Waste Minimization Program		S			
DNFSB Interface Corporate		L			
DNFSB Interface Site Specific		S	L	S	
Project Management					
Project Management Policy		L	S		CFO/ME
Project Planning		L	S		L-PADs
Project Management		S	L		S-PADs
Project Manager Development & Training		S	L		S-PADs
Independent Reviews		S	L		S-PADs
Project Controls Process		S	L		S-PADs
o Value Engineering		S	L		ME
o ESAAB Support		L	S		S-PADs
o Reporting – PARS, OMB A-11, SC Project Status, etc.		L	S		S-PADs
o Reporting – QPPR, etc		S	L		S-PADs
o Construction Services		S	L		S-PADs
o SC Project Mgt Web Page – Lessons Learned, Best Document, etc.		L	S		S-PADs
Federal Performance Assessment		S	L		L-?
Information Technology					
Information Technology Enterprise Initiative (Federal)					
o Long Range Planning	L				
o Enterprise Support Services Contract Administration	S				
o Strategic Budget Planning for IT	L				

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Functions	SC-60	SC-80	SITES	OPS	Other HQ
o SC Enterprise Architecture Design	L				
Integrated Federal Unclassified Cyber Security Initiative		L			
o Conduct of Operations (Reports, etc)					
Computing Operations	L				
o Business,	L				
o Application Development & Maintenance Support	L				
o Internet & Intranet Support	L				
o Network Development and Administration	L				
o Secure Computing (classified, unclassified)		S			
o Help Desk	L				
o Web Development	L				
o Telecommunications (data, voice, etc)	L				
Information Technology Oversight Support	L				
Records Management Enterprise Initiative					
Records Management Support					
o Site and Technical Information					
o Archiving	S				
Legal					
Litigation					
o Litigation Policy					L-GC
o Management & Oversight of Litigation against US/DOE/SC					
o Oversight of Contractor Litigation					
o Processing of Administrative Claims (Federal Tort Claims Act)					
o Contingent Assets & Liabilities Report					
o Alternative Dispute Resolution (ADR)					
General Law					
o Ethics, including standards of conduct, conflict of interest, post-					

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12

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Functions	SC-60	SC-80	SITES	OPS	Other HQ
employment restrictions, financial disclosures, gifts, & Procurement Integrity Act					
o Whistleblower complaints					
o FOIA/Privacy Act					
o Labor, employment, personnel, personnel security, including representation at MSPB, EEOC, & OHA (AR) hearings					
o Appropriated funds issues					
Intellectual Property Law					
o Tech Transfer review & negotiation, e.g. CRADAs, WFOs, contractor licenses, & small business programs					
o Determination & election of title to inventions					
o Review & negotiation of RFP, contract & subcontract IP clauses					
o Patenting federally-owned inventions					
o Protection of federal inventions, copyright & trademark rights					
o Review & approval of copyright, trademark & open sourcing requests					
o Bailments & loans of federal IP resources for scientific research					
o MOUs, interagency & international agreements re: tech transfer, resource sharing, IP rights and management, etc.					
o Resolution of tech transfer & licensing disputes between contractors & third parties; complaints; Congressional, IG & GAO inquiries					
o Input to IP policy issues for SC & DOE					
Environment, Safety, Health & National Defense					
o Cross-cutting environmental issues, including environmental restoration & waste management		S	S	L	S-PADs
o Site-specific environmental issues		S	L	S	S-PADs
o Legal advice & counsel to Accident Investigation Boards					
o Packaging & transportation					

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13

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Functions	SC-60	SC-80	SITES	OPS	Other HQ
o Price-Anderson/nuclear safety rules					
o Security & law enforcement					
o Congressional inquiries, IG reports	L	S			
o Employee concerns	S	S			
o					
o HS&E regulatory compliance		L			
o Emergency response	L	L			L
o Counterintelligence & OPSEC		L			
Contracts & Procurement					
o Legal advice & counsel on acquisition methods and systems	S				
o Contract management & administration	S				
o General M&O contract support	S				
o Acquisition, management & disposal of real property, including leases, easements, permits, & other real property interests	S				
o Bid protests, contract disputes & contract appeals	S				
o Privatization & community transition	S				
o Financial assistance, including grants & cooperative agreements	S				
o Taxes					
Safeguards & Security					
Safeguards & Security – General					
o Policy		L			S
o Safeguards and Security Plan Approvals					
o Site Office and Contractor					
o Service Center					
o Headquarters		S			L-SC-1
o Surveys and Evaluations					
o Site Office and Contractor					

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*SC has no responsibility for accounting activities in DOE. The CFO and the field perform all accounting activity.

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Office of Science HQ Support Center (SC-60 & SC-80)
“AS IS” Functions and Activities

Functions	SC-60	SC-80	SITES	OPS	Other HQ
o Service Center					
o Headquarters		L			
o Program Integration		L			
o Training (CORE)		S			
o Federal Performance Assessment					
o System engineering (i.e., construction projects)					
Physical Security					
o Site Office and Contractor		S			P-SO
o Service Center					
o Headquarters		S			L-SO
Material Control and Accountability Coordination		S			L-SO
Material Control and Accountability Program & Reporting		S			
Personnel Security Processing					
Personnel Security Identification					
o Site Office					
o Service Center					
o HQ		L			
Information Security					
o Classified Matter Protection and Control					
o Site Office and Contractor					
o Service Center					
o Headquarters	S	S			L-SO
o Operations Security					
o Site Office					
o Service Center					
o HQ	L	S			
o Foreign Ownership Control and Influence					
o Classification Authority		S			

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Office of Science HQ Support Center (SC-60 & SC-80)
“AS IS” Functions and Activities

Functions	SC-60	SC-80	SITES	OPS	Other HQ
o Technical Surveillance Countermeasures		S			
o Special Access Programs		L			
Counterintelligence Program		S			L
Cyber Security Operations					
o Site Office					
o Service Center					
o HQ	L	S			S-CIO
SCIF Operations					
o Site Office					
	S	S			L-SO
Foreign Visits & Assignments Processing		S			

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